



St Andrews Primary School Helpers Policy

Introduction

Help in the school is most valuable, whether with a small group of children or in an ancillary capacity. If an adult is working with children, it is essential that both the teacher and parent are very clear about what the adult is to do with the children.

Parent/Helper Working with Children

Prior to working in school with children on a regular basis, adult helpers are advised that the school requires certain forms to be completed and a PVG check may be undertaken. Any volunteers without a PVG certificate will never be left with children unsupervised.

Type of Help

The class teacher or head teacher will define the help to be provided by the parent/helper. The adult must operate in accordance with the teacher or head teacher's instructions.

Discipline

This is the duty of the class teacher. A helper who is concerned about the behaviour of one of our pupils must report the matter to the class teacher or head teacher.

Confidentiality

It is essential that information about pupils, whether about pupil performance, conduct or any other matter is treated as confidential. This is also true of matters relating to the school or staff which are not in the public domain. Adults helping in school must not speak about children to anyone outwith school or to parents even about their own child. If anyone asks a helper about matters in school, the query should be referred to the class teacher or head teacher.

Isolation

It is in the best interests of the parent/helper as well as the pupil that work is done in groups in the classroom or in some other suitable open area such as the library. A parent/helper must never be asked to work with a single child in a location which isolates them from everyone else. If the parent/helper has any concerns regarding the welfare or well-being of a child, they should pass them on confidentially to the Head Teacher.



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Finally

The school appreciates greatly the extra support provided by adult helpers. It is important that helpers feel welcome and valued. If any adult helper has concerns that this may not be the case we welcome feedback which may assist us to improve arrangements for the future.

Written with guidance from Orkney Island's Council's 'Volunteering Policy for Schools 2010.'

EDUCATION, COMMUNITIES & HOUSING

St Andrews Primary School

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ORKNEY
ISLANDS COUNCIL

**VOLUNTEER LETTER OF AGREEMENT
TO BE COMPLETED AND SIGNED BY VOLUNTEER**

I, (insert name)

of

.....

..... (insert address)

have volunteered to St Andrews Primary School to carry out unpaid voluntary work, by performing duties, tasks and/or functions, either within or outwith Council facilities, for and on behalf of St Andrews Primary School. I have been accepted by St Andrews Primary School (Orkney Islands Council) as a volunteer.

I understand that I am not employed by Orkney Islands Council in respect of my performing duties, tasks and/or functions, either within our outwith Council facilities, for and on behalf of St Andrews Primary School.

I will be supervised by:-

..... (insert name/post of Supervisor)

of (insert name of facility where Supervisor is based)

and undertake that I will comply with all requests and instructions of the Supervisor. In the absence of the Supervisor, I comply with all requests and instructions of any other Council employee present, or such other persons as are notified to me.

..... (signature) (date)

Full details of how long the School usually retains your information can be found in the Council's Retention and Disposal Schedule which is published on the Council's website From the 'Related Downloads' section <http://www.orkney.gov.uk/Online-Services/privacy.htm> Once the School no longer needs to keep your information, it will be securely destroyed.